

REASON FOR THIS POSITION					POSITION DESCRIPTION COVER SHEET					
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER						
RECOMMENDED										
4. TITLE					5. PAY PLAN		6. SERIES		7. GRADE	
8. WORKING TITLE					9. INCUMBENT <i>(Optional)</i>					
OFFICIAL										
10. TITLE Biological Science Technician, Biological Science Laboratory Technician, Agricultural Science Research Technician										
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER			
GS	404		05	MONTH/DAY/YEAR 4/22/2002	YES	NO	MS			
18. ORGANIZATIONAL STRUCTURE <i>(Agency/Bureau)</i>										
1 st					5th					
2nd					6th					
3rd					7th					
4th					8th					
SUPERVISOR'S CERTIFICATION										
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.										
19. Supervisor's Signature				20. Date		22. Second Level Supervisor's Signature			23. Date	
21. Supervisor's Name and Title					24. Second Level Supervisor's Name and Title					
FACTOR EVALUATION SYSTEM										
FACTOR		25. FLD/BMK		26. POINTS	FACTOR		25. FLD/BMK		26. POINTS	
1. Knowledge Required		FLD 1-4		550	6. Personal Contacts		2			
2. Supervisory Controls		FLD 2-2		125	7. Purpose of Contacts		A		45	
3. Guidelines		FLD 3-2		125	8. Physical Demands		FLD 8-2		20	
4. Complexity		FLD 4-2		75	9. Work Environment		FLD 9-2		20	
5. Scope and Effect		FLD 5-2		75	27. TOTAL POINTS				27. 1035	
Grade based on GS Position Classification Flysheet for Biological Science Technician Series GS- 404, and GLG for Aid & Technical Work in the Biological Sciences GS-400 (TS-111 dtd 12/91)							28. GRADE		28. GS-5	
CLASSIFICATION CERTIFICATION										
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.										
29. Signature /S/ MARILYN STETKA							30. Date 4/22/2002			
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)										
32. Remarks: FLSA: N Nonsensitive/low risk FPL: Standard Job #404-05							33. OPM CERTIFICATION NUMBER			

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 05	6. IP NO. (8)
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B. MASTER RECORD

1. PAY GS	2. OCC.SER (4) 0404	3. OCC FUNC.	4. OFF. TITLE CD 0033/ 0021/ 0001	5. OFF. TITLE (38) BIOLCL SCI TECHNCN/ BIOLCL SCI LAB TECHNCN/ AGRL SCI RES TECHNCN							
6. HQ.FLD.CD. (1) 1=HQ 2=FLD		7. SUP.CD. (1) 8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA 5=Mgmt. CSRA 6= Leader LGEG 8=All Others		8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA		9. INTERDIS. CD. (1) N=NO Y=Interdis	10. DT. CLASS (6) MO DA YEAR 04 22 2002				
11. EARLY RET. CD. (1) 1=Primary 2=Secondary		3=Foreign Svc. Blank=NA		12. INACT/ACT (1) A I=Inactive A=Active		13. DT. ABOL. (6) MO DAY YEAR		14. DT.INACT/REACT (6) MO DAY YEAR		15. AGCY. USE (10)	
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)											
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)											

C. INDIVIDUAL POSITION

1. FLSA CD. (1) N E=Exempt N=Nonexempt		2. FIN. DIS. REQ. (1) 0 N 0=None 1=CD 219 3=SF 278 4=AD 392		3. POS. SCHED. (1) A=Sched A B=Sched B 0=Excepted but not A, B, C		4. POS. SENS. (1) 1N N 0=Nonsensitive 1=Noncritical		5. COMP. LEV. (4) 05							
6. WK. TITLE CD. (4)		7. WK TITLE (38)													
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th								9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE							
10. TARGET GD. (2)		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes		13. DUTY STATION (9) State (2) City(4) County		14. BUS. CD. (4)		15. DT. LST. AUDIT (6) MO DAY YEAR		16. PAS. IND. (1) Blank=N/A 1=PAS		17. DATE EST. (6) MO DAY YEAR 4 22 02	
18. GD. BASIS. IND. (1) N 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG 4=Sup./Program 5=RGEG 6=Policy Analysis GEG 7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use								19. DT. REQ. REC. (6) MO DAY YEAR		20. NTE. DT. (6) MO DAY YEAR		21. POS. ST. BUD(1) Y=Perm N=Other			
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results) Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 9=Other															
23. DT. EMP. ASGN. (6) MO DAY YEAR			24. DT. ABOL. (6) MO DAY YEAR			25. INACT/ACT (1) A 1=Inact. 2=Act.		26. DT. INACT/REACT (6) MO DAY YEAR		27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)	
30. CLASSIFIER'S SIGNATURE								31. DATE							
32. REMARKS Standard Job #404-05															

**Biological Science Technician
Biological Science Laboratory Technician
Agricultural Science Research Technician
GS-404-05**

Standard Job #404-05

A. MAJOR DUTIES

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Assists in one or more phases of the research process by performing a variety of technical duties, in a laboratory, field, or greenhouse environment, common to the assigned area of work.

Performs routine and recurring techniques and studies using a variety of specialized equipment.

Maintains, calibrates and modifies equipment and automated systems used for test and evaluation procedures.

Collects, prepares, evaluates, and verifies samples and supporting records; maintains records and locates and compiles data and other information from various sources.

Keeps detailed records of experimental data. Tabulates, statistically analyzes and summarizes data using personal computers and software packages.

Maintains inventory of chemicals, prepares solutions and reagents for use in the laboratory, field, or greenhouse, and safely disposes of waste material (both chemical and biological).

Keeps work-site in a neat and orderly manner.

B. EVALUATION FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION (FLD 1-4: 550 pts)

Knowledge of the basic principles of biological science (e.g., plant pathology, plant physiology, entomology, biochemistry, microbiology, genetics, etc.) of the research being conducted to assess readings and measurements taken, tests executed, observations made, work completed and samples collected to understand and relate the significance of the results to the objective of the overall research assignment.

Practical knowledge of processes, methods, and procedures necessary to perform a full range of duties in area of assignment.

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Knowledge and understanding of the application of instrumentation used in analyses so that prescribed procedures can be modified to accommodate existing sampling and analytical conditions.

Skill in the operation and maintenance of equipment systems common to the specific area of research being conducted which may be calibrated and synchronized to achieve desired results.

Ability to follow assigned protocols and recognize and report abnormal or unexpected results.

Skill in keeping exact and detailed records of data obtained from experiments. Ability to use personal computers and software packages in the data collection, analysis, and presentation processes.

Ability to operate a personal computer using word processing and/or spreadsheet programs.

Ability to schedule and independently carry out work assignments.

Knowledge of safe laboratory procedures.

2. SUPERVISORY CONTROLS

(FLD 2-2: 125 pts)

The supervisor or other designated authority makes continuing assignments by initially indicating, orally or through written work orders, such criteria as the amount of work expected, general explanation of what is to be done, advice on the location of reference material or work samples, and the nature of the limits applicable to the assignments.

Within established procedures, the technician independently executes the task sequences associated with recurring and continuing work and makes adjustments to accommodate needed minor deviations in work methods. Unfamiliar situations or technical deviations from established practices are referred to the supervisor for guidance or resolution.

The supervisor or work leader ensures that tasks completed, data developed, the methods used in securing and verifying data, and application of guidelines are technically accurate and in compliance with instructions and established procedures.

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3. GUIDELINES (FLD 3-2: 125 pts)

Procedures for doing the work have been established and a number of specific guidelines are applicable.

Incumbent uses judgment in selecting the appropriate guideline because of the number, similarity, linkage, and overlapping nature of the guides. The guidelines contain criteria to solve the core question or problem contained in the assignments, though the applicability may not be readily apparent, i.e., the guides often require careful study and cross-referencing.

4. COMPLEXITY (FLD 4-2: 75 pts)

Assignments consist of performing a variety of routine procedural tasks or one or more complex duties related to regular and recurring technical work, operating a variety of pieces of equipment or one or more complex equipment systems commonly associated with the work site, and/or performing a full variety of the standardized technical support and technical duties associated with the work.

Performance of the assignments requires making choices when, for example, executing a number of types of sequential, related steps or assembling several pieces of equipment. Incumbent exercises independence in recognizing differences, choosing the right course of action, and then selecting and executing the proper task sequences for completing the work.

Incumbent deals with facts, e.g., spots readings which are outside the normal range of tolerance or acceptability, or determines how best to present raw data. Incumbent determines what needs to be done to update or complete records and documents and initiates action to acquire needed information from others as indicated by situations encountered in the work.

5. SCOPE AND EFFECT (FLD 5-2: 75 pts)

Completed assignments constitute a complete segment of assignments with broader scope, e.g., daily collects data for use by others involved in research.

Work products affect the accuracy, reliability, or acceptability of further procedures, processes or services, e.g., the ability of the scientist to complete with accuracy a phase of the research process.

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6. **PERSONAL CONTACTS** (2a: 45 pts)
and
7. **PURPOSE OF CONTACTS**

Personal contacts are with employees in the agency, inside and outside of the immediate organizations, e.g., personnel from higher level organizational units, or, occasionally, resource individuals from State or local government units, or other Federal agencies.

The personal contacts are established to: exchange information about procedures, schedules, or operating problems; clarify information on records; report on the results of studies; explain the steps involved in operating equipment; explain the reason that work is being performed; or to exchange other factual information. The facts or information exchanged may range from easily understood to highly technical.

8. **PHYSICAL DEMANDS** (FLD 8-2: 20 pts)

The work requires some physical exertion, such as regular and recurring running, walking, or bending. In many situations the duration of the activity (such as most of a work day) contributes to the arduous nature of the job. In other situations, there may be special requirements for agility or dexterity such as exceptional hand/eye coordination.

9. **WORK ENVIRONMENT** (FLD 9-2: 20 pts)

The work involves regular and recurring moderate risks or discomforts which require special safety precautions, e.g., working with contagious diseases or irritant chemicals or working outdoors. The employee is required to use protective clothing such as gowns, coats, boots, goggles, gloves.

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C. OTHER CONSIDERATIONS (Check if applicable)

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: _____

TOTAL POINTS: 1035 points
(GS-5 Range: 855 - 1100 points)